

**BARBACANE, THORNTON
& COMPANY**

CAESAR RODNEY SCHOOL DISTRICT

**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING
AGREED-UPON PROCEDURES**

JUNE 30, 2007

FIELDWORK END DATE: APRIL 4, 2008

TABLE OF CONTENTS

Independent Accountants' Report on Applying Agreed-Upon Procedures	1
Appendix A: Schedule of Findings and Recommendations	3
Appendix B: Schedule of Prior Year Findings	5
Appendix C: Schedule of Construction Projects	6
Distribution of Report	8

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

April 4, 2008

Kevin Fitzgerald, Ed. D.
Superintendent
Caesar Rodney School District
219 Old North Road
Wyoming, DE 19934

The Honorable Valerie A. Woodruff
Secretary, Department of Education
Townsend Building, Suite 2
401 Federal Street
Dover, DE 19901

We have performed the procedures enumerated below, which were agreed to by Caesar Rodney School District, the Office of Auditor of Accounts and the State of Delaware Department of Education. The procedures were performed solely to assist the specified parties in evaluating the School District's compliance with criteria from the State of Delaware Fixed Asset Policy Manual, the State of Delaware Department of Education Construction Technical Assistance Manual, the Delaware Code, and the State of Delaware Budget and Accounting Manual. Caesar Rodney School District's management is responsible for compliance with those requirements.

This agreed-upon procedures attestation engagement was performed in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States and the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Determine if the School District's policies and procedures for identifying, tracking and recording capital assets are adequate.

Our procedures disclosed no instances of noncompliance that resulted in findings and recommendations.

2. Determine whether the School District's construction project records and files (current and prior fiscal years) are accurate.

Our procedures disclosed no instances of noncompliance that resulted in findings and recommendations.

3. Determine if expenditures are accurately stated and are made in accordance with the State Fixed Asset Policy Manual and the intent of the project scope mandated by the General Assembly, the Department of Education and the Local Board of Education.

Our procedures disclosed no instances of noncompliance that resulted in findings and recommendations.

4. Determined whether the School District's construction project records and files include only active construction projects as of June 30 of the current fiscal year. We also ensured that completed projects have been appropriately closed out of construction and added to the State Fixed Asset system.

Our procedures disclosed no instances of noncompliance that resulted in findings and recommendations.

5. Prepare the School District's Schedule of Construction Projects for Fiscal Year 2007.

See Appendix C.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance with specified laws. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Caesar Rodney School District management and Board Members and should not be used by those who have not agreed to the procedures and have not taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited. This report, as required by statute, was provided to the Office of the Governor, Office of the Controller General, Office of the Attorney General, Office of Management and Budget, Department of Finance, the State Treasurer's Office, Division of Accounting and the Office of Auditor of Accounts.


BARBACANE, THORNTON & COMPANY

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

APPENDIX A

Procedure Agreed Upon #1:

Determine if the School District's policies and procedures for identifying, tracking and recording capital assets are adequate.

Finding:

None.

Recommendation:

Not applicable.

School District Response:

Not applicable.

Procedure Agreed Upon #2:

Determine whether the School District's construction project records and files (current and prior fiscal years) are accurate.

Finding:

None.

Recommendation:

Not applicable.

School District Response:

Not applicable.

Procedure Agreed Upon #3:

Determine if expenditures are accurately stated and are made in accordance with the State Fixed Asset Manual and the intent of the project scope mandated by the General Assembly, the Department of Education and the Local Board of Education.

Finding:

None.

Recommendation:

Not applicable.

School District Response:

Not applicable.

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

APPENDIX A

Procedure Agreed Upon #4:

Determine whether the School District's construction project records and files include only active construction projects as of June 30 of the current fiscal year. Ensure that completed projects have been appropriately closed out of construction and added to the State Fixed Asset system.

Finding:

None.

Recommendation:

Not applicable.

School District Response:

Not applicable.

SCHEDULE OF PRIOR YEAR FINDINGS

APPENDIX B

The following schedule summarizes the prior year findings and the status of the prior year findings.

Prior Year Finding	Recommendation	Status of Prior Year Finding
None.	Not applicable.	Not applicable.

Status Key:

Implemented

The concern has been addressed by implementing the original or an alternate corrective action.

Not Implemented

The corrective action has not been initiated.

Partially Implemented

The corrective action has been initiated but is not complete and the auditor has reason to believe management fully intends to address the concern.

APPENDIX C

Project Name	Fiscal Year	Original Funding Amount	De-auth Funding Amount	Total Project Funding to Date	Expended Current FY	Expended Prior FY's	Total Project Expended to Date	Total Unspent as of 06/30/07
None as of 6/30/07								
TOTAL		0	0	0	0	0	0	0

SCHEDULE OF CONSTRUCTION PROJECTS

APPENDIX C

Other Construction-Related Projects:

(These expenditures are added as betterments to projects/buildings already in the State fixed asset ledger.)

Project Name	Fiscal Year	Original Funding Amount	De-auth Funding Amount	Total Project Funding to Date	Expended Current FY	Expended Prior FYs	Total Project Expended to Date	Total Unspent as of 06/30/07
Caesar Rodney High School	2001	8,750,000	70,281	8,820,281	0	8,820,281	8,820,281	0
	2002	12,500,000	(707)	12,499,293	0	12,499,293	12,499,293	0
	2003	10,927,000	0	10,927,000	0	10,927,000	10,927,000	0
Charlton Special Needs School	2001	399,200	0	399,200	0	399,200	399,200	0
	2002	500,000	0	500,000	0	500,000	500,000	0
	2003	4,400,000	0	4,400,000	70,490	4,329,510	4,400,000	0
	2004	6,616,900	0	6,616,900	169,538	6,447,358	6,616,896	4
	2005	600,000	0	600,000	26,409	573,591	600,000	0
TOTAL		44,693,100	69,574	44,762,674	266,437	44,496,233	44,762,670	4

Total Construction Projects Examined **44,693,100** **69,574** **44,762,674** **266,437** **44,496,233** **44,762,670** **4**

DISTRIBUTION OF REPORT

Copies of Caesar Rodney School District's Agreed-upon Procedures Attestation Engagement have been distributed to the following public officials:

Executive Branch

The Honorable Ruth Ann Minner, Governor, State of Delaware
The Honorable Richard S. Cordrey, Secretary, Department of Finance
The Honorable Jennifer W. Davis, Director, Office of Management and Budget
The Honorable Valerie A. Woodruff, Secretary, Department of Education
Ms. Trisha Neely, Director, Division of Accounting

Legislative Branch

The Honorable Russell T. Larson, Controller General, Office of Controller General

Other Elective Offices

The Honorable Joseph R. Biden III, Attorney General, Office of the Attorney General
The Honorable Jack Markell, Treasurer, State Treasurer's Office
The Honorable R. Thomas Wagner, Jr., State Auditor, Office of Auditor of Accounts

Other

Dr. Kevin Fitzgerald, Superintendent, Caesar Rodney School District
Ms. Ada Twitchell, Director of Business and Finance, Caesar Rodney School District
Ms. Dorcell S. Spence, Associate Secretary, Finance and Administrative Services Branch,
Department of Education